

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, August 20, 2015, 10:30 a.m.
1424 Admiral Court, Second Floor Reading Room
Green Bay, WI 54303

MEMBERS: William VandeCastle – Chair, Sandra Popp - Vice Chair, and Brenda Goodlet

MEMBERS EXCUSED: Chiquitta Cotton and Brad Hansen

OTHERS PRESENT: Robyn Hallet, Stephanie Schmutzer, Ka Vang, Kim Flom, Zaland Wardak.

APPROVAL OF MINUTES:

1. Approval of the June 25, 2015, minutes of the Green Bay Housing Authority.

Motion was made by S. Popp and seconded by B. Goodlet to approve the minutes of the previous meeting on June 25, 2015. Motion carried.

2. Approval of the June 29, 2015, minutes of the Green Bay Housing Authority.

W. VandeCastle made a motion and was seconded by S. Popp to approve the minutes from the previous meeting on June 29, 2015. Motion was carried.

COMMUNICATIONS:

3. Letter from HAIG dated August 10, 2015 regarding dividends received.

R. Hallet explained that the HAIG is the GBHA's insurance provider. The GBHA receives dividends from the HAIG throughout the year. This letter indicates the most recent dividends in the amount of \$3,161.87.

OLD BUSINESS:

None

NEW BUSINESS:

4. Discussion and approval of revisions to Chapter 13 of the Admissions and Continued Occupancy Plan and related section of the Lease Addendum.

R. Hallet explained that the highlighted portions in item four is newly added language to help avoid the Authority's properties becoming a public chronic nuisance. The Green Bay Police Department declares a property as a public nuisance after they have received three or more calls in a year's time in reference to the property. The Authority has proposed a policy to help prevent that from happening. The policy will allow the

Authority to terminate a tenancy if a property has been called on two or more times within a six month period or three or more times within a year.

S. Popp asked how the Authority will know if police have been called. R. Hallet replied by stating that staff does get notified whenever the police are called to a GBHA property. This policy change will allow the Authority to take steps to allow termination of the resident before law enforcement deems the property a nuisance. W. VandeCastle stated that the significance of this nuisance is that the landlord is charged the cost for the fourth call and beyond by law enforcement.

S. Popp asked for a clarification on whether the Authority terminates a resident on the second or third police call. R. Hallet replied that the Authority will terminate a resident on the second. She added that the policy wording states two or more due to the fact that the Authority might not receive notification before a third call to law enforcement, if they happen in quick succession.

S. Popp asked W. VandeCastle for his opinion on the subject. W. VandeCastle stated that the policy is workable. He added that there is a possibility of a property being called upon multiple times within a weekend due to a fight or any other kind of prolonged disturbances.

W. VandeCastle brought up that the proposed language is based on a citation not a conviction. He spoke of a recent hearing in regards to a BCHA case in which the client was terminated from Housing Choice Voucher due to a citation, but the client refuted it claiming that he was never convicted; it turns out the charge was dismissed due to a plea bargain, so he wasn't convicted, but the criminal activity still occurred regardless. On the other hand, W. VandeCastle suggested there may be cases in which the wrong person is cited or convicted. Overall, W. VandeCastle expressed he's still leaning toward keeping the current language of citation because it's a property issue and even if the resident is not convicted, there was still a reason for the police to go to the property. He added that if two or more properties got into an altercation or if there is confusion over which property is involved, all involved parties may be given citations. This may be an issue due to the fact that a GBHA resident may in fact be innocent. W. VandeCastle therefore proposed that there should be an opportunity for a resident to explain their case before being terminated. Overall, he is ok with the proposed language.

S. Popp motioned to approve the proposed changes as written. Motion was seconded by B. Goodlet. Motion carried.

R. Hallet mentioned that there is language from the Chapter 13 of the Admissions and Continued Occupancy Plan that would be included in the Lease Addendum itself.

W. VandeCastle brought up a recent newspaper article about families still on Public Housing despite increased income. R. Hallet explained this is permissible according to federal regulations and in fact is positive because it allows families to increase their self-sufficiency without having to move out of their home. They would pay the ceiling rent in

such cases. It reflects well on a housing authority if a family enjoys their home so much that they don't want to move despite being able to afford a home in the private market.

5. Request to amend Mason Manor Ceiling Tile award to HJ Martin to include cost for cleaning existing grid system for \$1,880.

R. Hallet mentioned that this item had been pre-approved for a not-to-exceed amount the last time the Authority had meet. The bids have since come in and were awarded based on the main work being under the approve amount, but this additional add-on cost exceeded the previously approved amount, therefore it was not included in the award. She asks for its approval at this meeting due to Mason Manor's staff not having the time to complete the task themselves.

S. Popp made a motion to approve the inclusion of the optional cost of \$1,880. B. Goodlet seconded the motion. Motion carried.

6. Approval to renew the Preventive Maintenance Contract with Schindler Elevators for three years with option of two, one-year renewals, for an estimated annual cost of \$3,600.

R. Hallet stated that the Authority is not ready to address this subject. W. VandeCastle motioned to table item six, which was seconded by S. Popp. Motion Carried.

7. Approval to transfer cash from Central Office Cost Center to Revenue Bonds.

S. Schmutzer stated that at a recent training she was advised to move extra cash from the Central Office Cost Center to a separate fund, so that the Authority does not have reserves in the COC account, which could be subject to recapture or other action by HUD. Excess money in the COC account is our money and is unrestricted, so there is nothing illegal or unethical about moving it from one unrestricted account to another, but doing so protects it. K. Flom attested this advice was provided at a reputable training provider who works closely with HUD, so this is not a problem.

W. VandeCastle made a motion to approve the transfer of funds from Central Office Cost Center to Revenue Bonds. Motion was seconded by S. Popp. Motion carried.

8. Approval of June 30, 2015, Year End Financials.

S. Schmutzer explained that the spread sheet presented is what she uses to show all of GBHA's assets, revenues, expenses, equities, and liabilities, to HUD. S. Popp asked if she was looking at a 2012 number on the spread sheet. S. Schmutzer replied no. She added that the fiscal year is from July 2014 to June 2015 and that the CFP's that she uses include their own dates in which they are awarded, which dictate when they must be spent.

S. Popp asked what the negative sign, under the HUD Contribution account on page five of the report, signified. S. Schmutzer replied that HUD contributions, including other sources or forms of revenue, are shown as negatives. Expenses are positive numbers. S. Schmutzer added that the important thing is that all the accounts are balanced. She added that some items might have to be changed prior to her submission of the report to HUD. Even so, she stated that she does not foresee any major changes being made.

S. Schmutzer stated that anything that does not directly fall under a title of Mason Manor or Scattered Sites, Quick Books will put it under un-classed. Similarly it puts accounts payable in the un-classed account. When she is ready, she moves all monies to their appropriate accounts.

S. Popp made a motion to approve, which was seconded by B. Goodlet. Motion carried.

9. Approval to amend GBHA budget to add administrative staff and adjust maintenance-related expenses.

R. Hallet asked for this agenda item to be tabled for the next scheduled meeting. W. VandeCastle made a motion to table it, seconded by S. Popp. Motion carried.

10. Approval to use reserves for emergency purchase of water heater tanks.

R. Hallet stated that one of the water heaters at Mason Manor was leaking. A plumber was brought in for an estimate. The plumber recommended that the Authority replace both water heaters, since they were both the same age. K. Flom stated that the water heaters are over thirty years old. R. Hallet stated that another plumber was brought in for a second estimate. The total expense, which includes labor and materials, would amount to \$18,400.

S. Schmutzer stated that part of the reason for the large expense was due to workers having to make a hole in the wall in order to get to the heaters. S. Popp asked how the heaters were placed there in the first place. S. Schmutzer stated that it was due to a past installation of a new fire system, which blocked the access to the already installed water heaters.

W. VandeCastle made a motion to approve the use of reserves for emergency purchase of water heater tanks. S. Popp seconded the motion. Motion carried.

INFORMATIONAL:

11. Update on WISE worker.

R. Hallet reminded the Authority that WISE stands for Wisconsin Senior Employment. WISE is a program which aids citizens age 55 or older to get back into the workforce. GBHA had been looking for a WISE worker to take over the coordination of the nutrition program at Mason Manor. GBHA has been approved as a work site and a resident of Mason Manor was hired by the WISE program for the job. This resident had been

volunteering with the nutrition program and therefore is familiar with the tasks of the position.

12. Update on summer maintenance help.

R. Hallet commended the summer maintenance helpers for the great job they did this summer. She stated that there were tasks and delayed chores that the maintenance staff alone would not have been able to complete without the help of the maintenance interns. Some of the tasks completed included rebuilding of a utility trailer, assembling benches, repainting exterior light poles, picnic tables, exterior doors and window frames. The interns also reseeded the lawns, trimmed about 75 percent of the shrubbery at Mason Manor, assisted with vacant unit prep, washed work vehicles, and helped clean up the maintenance area after the new water heaters were installed. The interns also preformed other important day to day tasks. She added that one of the interns plans on returning to help out during winter break.

S. Popp asked what the Authority pays the interns for their service. R. Hallet replied \$10.20 per hour.

13. Update on CFP projects.

R. Hallet reminded the Authority that the listed items had been pre-approved at a previous meeting and this update is to inform the Authority on the status of each project. R. Hallet provided an update including: the Mason Manor carpet replacement on the first and second floors has been completed; Mason Manor acquired its needed smoke detectors and CO detectors; work is currently underway on the siding and roofing of five Scattered Site properties, which was awarded to The Remodel Shop; the tuck-pointing of exterior brick has not been bid out yet; the ceiling tile project for Mason Manor has been awarded to H.J. Martin; bids for the Mason Manor ramp wall are due on September 25; bidding has not yet begun for the Mason Manor unit painting contract; and staff is working with an architect on the Mason Manor dumpster area. Staff has identified the type of smoke and CO detectors that they wish to install at the Scattered Sites, but is waiting for Purchasing to bid it out; staff is working with an architect to get a design for the office conversion project.

14. CFP Quarterly report.

S. Schmutzer explained the report provides the Authority with an overview of the funding, with dates included, for the CFP awards. All of the 2011 funding was expended by the required date.

FINANCIAL REPORT AND BILLS:

S. Schmutzer explained that the Authority will find two separate reports, of which one will be for the month of June and the other for the month of July. She stated that the Authority reached a favorable number for their six month projected reserve amount. The

six month projected reserves is \$326,082 as compared to the recommended six month expenses, which total \$475,012. She explained that the reserves are lower than HUD would like but that is due to depreciation. She added that for the COCC account; the Authority's income exceeded their expenses.

S. Popp asked why there were negative signs in front of some numbers. S. Schmutzer explained that the negative signs are there to represent that the Authority had more expenses than revenue for that account. She added that depreciation is the cause for the large negative figures under the Scattered Sites and Mason Manor accounts. Deprecation is a non-cash item but it needs to be recorded due to the fact that the Authority would have to pay to repair or replace the depreciated items in the future. S. Popp then asked if the Authority had extra funds for the fiscal month of July. S. Schmutzer replied yes.

W. VandeCastle made a motion to approve and place on file the financial report for the months of June and July, which was seconded by S. Popp. Motion carried.

S. Schmutzer explained that there are a large number of bills to report, due to the fact that the Authority did not meet for the month of July. S. Popp asked what the PILOT account represented. S. Schmutzer explained that PILOT stands for Payment In Lieu of Taxes, which is a voluntary tax that the Authority pays to the City of Green Bay. The amount is based on a formula, which is revenue generated from rent, minus utilities expenses.

S. Popp made a motion to accept and place on file the bills for the months of June and July. B. Goodlet seconded the motion. Motion carried.

STAFF REPORT:

15. Langan Investigations report for the months of June and July 2015.

R. Hallet explained that the reports for the months of June and July are attached to the agenda. S. Popp asked if the reason for the large number of background checks was due to the many vacant properties or if there are background checks done for all applicants before they go on the waiting list. R. Hallet responded that background checks are conducted when an applicant is going to be offered a unit, but often times we have to go through several before finding an applicant who is eligible and wants an available unit.

W. VandeCastle made a motion to accept and place on file the Langan report for the months of June and July, 2015. Motion was seconded by B. Goodlet. Motion carried.

16. Occupancy Presentation and Report for months of July and August 2015.

K. Vang explained that a lot of clients are leaving their residence for various reasons. She explained that some clients were terminated due to lack of cooperation in light of their outstanding payments with the Authority. Staff is working diligently to fix and

prepare the recently vacant properties. S. Popp asked what the phrase "Terminate Financial" on the Occupancy Report meant. K. Vang stated that it represents the Authority terminating the resident, due to them not adhering to a repayment agreement.

W. VandeCastle asked for the reason behind the different move out dates shown for the months July and August 2015, for the property number 705. K. Vang stated that that unit number is incorrect; it should be number 507 and explained that the move out date was pushed up, shown on the Occupancy Report for the month of August. This is the reason for the two different dates. R. Hallet asked if all the vacancies, for both Mason Manor and Scattered Sites, have been assigned to new residents. K. Vang replied yes. S. Popp asked why there were question marks on the Christiana and Holzer properties. K. Vang stated that there is not a firm deadline for their move out. R. Hallet stated that both properties are terminations of tenancy by the GBHA. She added that both residents are fighting the terminations, so staff will be going to court with them.

W. VandeCastle made a motion to accept and place on file the Occupancy Report for the months of July and August of 2015. Motion was seconded by B. Goodlet. Motion carried.

K. Vang presented a before and after picture presentation of all the vacant properties that have been repaired and cleaned, enabling them to be move into once again. She added that most of the properties have been moved into, with the expectation of only a few.

The GBHA meeting for August 20, 2015, adjourned at 11:24 a.m., with a motion made by S. Popp and seconded by W. VandeCastle.

ZW:RAH:jd